

*Memorandum*

Space for printing Agency Name

Address Format may be  
at Agency option

Size 8" X 10½"  
8" X 7"  
8" X 5-1/4"

UNITED STATES GOVERNMENT Approved For Release 2005/11/21 : CIA-RDP70-00211R000700110004-7

# *Memorandum*

TO :

DATE:

FROM :

SUBJECT:

Size 8" X 10½"  
8" X 5-1/4"

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| STANDARD FORM 63 (REV.)  |                |              |
|--|----------------|--------------|
| MEMORANDUM OF CALL   | DATE           | TIME         |
| TO —   |                |              |
| <input type="checkbox"/> YOU WERE CALLED BY— <input type="checkbox"/> YOU WERE VISITED BY— |                |              |
|  |                |              |
| TELEPHONE:   | NUMBER OR CODE | EXTENSION    |
| <input type="checkbox"/> PLEASE CALL <input type="checkbox"/> WAITING TO SEE YOU           |                |              |
| <input type="checkbox"/> WILL CALL AGAIN <input type="checkbox"/> WISHES AN APPOINTMENT    |                |              |
| <input type="checkbox"/> RETURNING YOUR CALL   |                |              |
| <input type="checkbox"/> IS REFERRED TO YOU BY:  |                |              |
| LEFT THIS MESSAGE: _____   |                |              |
| _____  |                |              |
| _____  |                |              |
| _____  |                |              |
|  |                | RECEIVED BY— |
| _____  |                | _____        |

4"

5 1/4"

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TABLE OF STANDARD SPECIFICATIONS

| ITEM   | COLOR                |               | SIZE                                | QUALITIES OF PAPER<br>SHALL NOT EXCEED |                         |
|--|----------------------|---------------|-------------------------------------|--|-------------------------|
|  | PAPER                | PRINTING      |                                     | GRADE                                  | SUBSTANCE <sup>1/</sup> |
| STATIONERY   |                      |               |                                     |  |                         |
| LETTERHEAD STATIONERY                                  | WHITE                | BLACK or BLUE | 8''X10½''<br>8''X7''<br>8''X5-1/4'' | 50% RAG<br>or<br>25% RAG               | 32<br><br>40            |
| CONTINUATION SHEETS                                    | WHITE                | NONE          | 8''X10½''                           | 50% RAG<br>or<br>25% RAG               | 32<br>40                |
| MANIFOLD (TISSUE) SHEETS CONTAINING LETTERHEAD         | WHITE                | BLACK or BLUE | 8''X10½''                           | 25% RAG                                | 18                      |
| MEMORANDUM STATIONERY                                  | WHITE<br>or<br>BLUE  | BLACK         | 8''X10½''<br>8''X7''<br>8''X5-1/4'' | CW (WRITING)<br>or<br>25% RAG          | 40<br><br>32            |
| CONTINUATION SHEETS                                    | WHITE<br>or<br>BLUE  | NONE          | 8''X10½''                           | CW (WRITING)<br>or<br>25% RAG          | 40<br>32                |
| MANIFOLD (TISSUE) SHEETS NOT CONTAINING LETTERHEAD     | WHITE 2/             | NONE          | 8''X10½''                           | 25% RAG                                | 18                      |
| FORMS  |                      |               |                                     |  |                         |
| UNITED STATES GOVERNMENT MEMORANDUM (Optional Form-10) | WHITE                | BLACK         | 8''X10½''<br>8''X5-1/4''            | CW (WRITING)                           | 40                      |
| MEMORANDUM OF CALL (S.F. 63 (PADS) )                   | AT DISCRETION OF GPO |               | 4''X5-1/4''                         | AT DISCRETION OF GPO                   |                         |
| MESSENGER ENVELOPE (S.F. 65)                           | BROWN                | DARK BROWN    | 9½''X12''<br>12''X16''              | KRAFT                                  | 100                     |

<sup>1/</sup> Substance Weight is Pounds per 1000 Sheets, 17"X22".<sup>2/</sup> Other Colors may be used pursuant to Par. 2(d) but quality shall not exceed 25% Rag - Sub. 18

Attachment B  
Circular No. A-33  
Revised

Suggested Mailing Practices

1. Preparation of mail. The following guidelines should be observed in preparing mail in order to expedite handling by the Post Office Department.

- a. Official matter in the form of letter mail, or other matter classified as first class when mailed by the public, is given the same preferential treatment accorded first class mail and should be sacked or presented separately from mail that is not given preferential treatment. Quantity mailings should be tied with all addresses facing the same way. Ten or more letters for the same city or State should be tied together.
- b. Printed and other official matter which has the characteristics of mail of the second, third, or fourth class, when mailed by the public, is treated in the manner in which mail of these classes is handled. Articles weighing in excess of four pounds, which under the law are chargeable with postage at the fourth class rate, should also be presented separately.
- c. If expeditious delivery is desired for parcels of books, printed matter, and other matter not having the characteristics of first class mail, special delivery or special handling services should be used and fees paid.
- d. Mail sacks for quantity mailing and labels for identifying the contents may be obtained from the local post office.
- e. To the extent practicable, daily mailings to the same addressee should be consolidated.

2. Use of postal delivery zone numbers.

- a. Zone numbers should be used in addressing mail to cities for which numbered zones have been established and in return addresses on envelopes, letterheads and other stationery, and publications when office addresses are shown.
- b. Applications, questionnaires, and other forms which contain spaces for inserting addresses should also contain the word "zone" or "zone number" and space for the insertion of zone numbers.
- c. Zone numbers should also be used in mailing lists for addressees in zoned cities. Post offices at zoned cities will add zone numbers to mailing lists without charge.

- d. Zone directories for use in ascertaining the zone number of a specific address are furnished by the Postal Service without charge. A local directory may be obtained from the postmaster of a zoned city. Out-of-town directories should be requested from the Office of Headquarters Services, Post Office Department, Washington 25, D. C. Information about the zoning system not available at local post offices may be obtained from the Postal Services Division, Bureau of Operations, Post Office Department, Washington 25, D. C.

3. Registered and certified mail. Registered mail should be used only where required by statute, or where the matter being mailed warrants a record covering transit, or the retention of a delivery receipt for a period longer than six months. Registered mail should not be used for the purpose of collecting indemnity in the event of loss but for the greater security of mail that needs this protection. In other instances where the matter being mailed warrants mailing and delivery records, certified mail should be used. In those cases where agency regulations require the use of registered mail, each agency should determine whether the use of certified mail would accomplish the objective of the regulation, and should, where appropriate and otherwise legally permissible, change the regulation.

Following is a comparison of characteristics of registered and certified mail:

| <u>Registered Mail</u>  | <u>Certified Mail</u>  |
|---|--|
| Must be securely sealed. Additional sealing devices may be used but not over intersections of sealing flaps on envelopes.   | Must be sealed. No restriction on additional sealing devices.  |
| Mailing receipt furnished sender by post office. For multiple transactions, sender prepares receipt using post office forms. Sender always furnished authenticated mailing receipt. | Mailing receipt prepared by sender. Sender may present mail and receipt for authentication (postmarking) of the mailing receipt. If postmarked receipt not needed, mail may be deposited in ordinary mail drops. |
| Complete mailing record kept at the post office.  | No record kept at the post office.   |
| Sender's return receipt service. (Optional)   | Same   |
| Restricted delivery service to addressee only. (Optional)   | Same   |

| <u>Registered Mail</u> (Cont'd)  | <u>Certified Mail</u> (Cont'd)   |
|--|--|
| Recorded in transit and separated from other mail. Receives additional security if warranted.  | Not recorded in transit. Handled with ordinary first class mail without separation.                                      |
| Controlled at post office of address by charge-out to delivering employees.  | Not charged to carriers. Carriers identify mail by endorsement and then follow delivery rules governing registered mail. |
| Delivery receipt obtained from addressee or his representative; receipt retained at post office for 3 years.   | Same, except receipt retained at post office for 6 months.   |
| Postal indemnity provided, subject to limitations of Government Losses in Shipment Act (5 U.S.C. 134, 134a-h) if value declared and fee for value paid. Indemnity not paid for articles mailed under "Postage and Fees Paid" reimbursement arrangements. | Service limited to matter having no intrinsic value. No indemnity provided.  |

4. Use of Envelopes. Consideration should be given to the following factors in selecting the size of envelopes:

- a. Use standard-size envelopes whenever possible, folding the contents when necessary and feasible.
- b. Use large flat envelopes only for multiple enclosures, thick pamphlets, books, and other bulky material.
- c. Avoid use of oversize envelopes for heavy pieces of printed matter since the contents frequently become damaged by shifting during course of handling.

5. Use of "self-mailer." The elimination of envelopes by preparing matter in the form of a so-called "self-mailer" is permissible under the following conditions:

- a. The pieces should be folded flat, including those made up in State bundles. Pieces should be fastened by a small sticker or a single wire stitch or staple on the longest open edge. The edges need not be fastened when a number of pieces, all having the same post office in the addresses, are placed in a bundle.
- b. A clear rectangular space, not less than 3 by 5 inches, should be provided on the "self-mailer" for return address, penalty or postage indicia, name and address of addressee, postal endorsements, and other pertinent matter. If practical, pieces should be folded to letter size to aid distribution by postal employees.

(No. A-33)

6. Reply cards, envelopes or labels bearing penalty or postage and fees paid clause and return address. These may be enclosed in mail to individuals or firms from whom official information is desired, except where the information to be furnished is primarily in the interest of the respondents. They may not be furnished to bidders or contractors, or to enable individuals or firms to send to the Government without payment of postage, reports, etc., which they are required by law to submit.

7. New type mailing pieces. When an agency plans to prepare large quantities of mailing pieces which are not of standard form or design, a sample should be submitted to the Post Office Department, Washington 25, D. C. When prepared at a field office the sample should be submitted to the local postmaster.